

Documentation Standards

Department of Physics

You will receive the Dean's letter on *Academics with Honor* stating documentation requirements. Use that letter and the following guidelines to determine how to document work you submit to the Department of Physics. Documentation is important. Graded academic work will not be accepted without proper documentation.

General Guidelines: Documentation is the written acknowledgment of help received from any source (person, published or unpublished material, computer programs, etc.). By submitting academic work to be graded, you represent it to be your own work except as documented. Thus, always document all help that you receive. Documentation consists in specifying from whom the help was received, the extent of the joint effort, and the depth of the help. Documentation is required for all graded homework. The only exception to this requirement is random, no-notice homework collection.

In some cases you will work as a member of a group and the group will submit its work for a single grade. In these cases, help received and material generated within the group does not have to be documented. However, sources outside the group must be documented.

On the title page or first page of your work, always write the word "Documentation:". If you don't have any sources to report, write "none." This allows us to distinguish between someone who didn't require documentation and someone who forgot to document. If you have sources to report, list them according to the guidelines below. Homework will not be accepted for grading without a completed documentation statement.

Documentation is required for all graded homework. However, if the homework assignment does not specify that this assignment will be graded, even if your instructor later grades it, then documentation is not required.

Specific formats for documenting various kinds of graded homework:

- **Term papers, projects, proposals, and outlines:** use the MLA Handbook.
- **Formal Laboratory Reports (advanced courses):** use the American Institute of Physics AIP Style Guide.
- **Informal Laboratory Reports (core courses) and Graded Homework Problems:** use the following guidelines.
 1. List by title and author all reference materials used in accomplishing the assignment. This means any published or unpublished source of information you have used: Periodicals, reference papers, other cadets' notes, and other printed material. You need not document your course text and assignment sheet.
 2. Describe the help you received from people (verbal, electronic or hard copy) and reference materials in sufficient detail to tell us whose work we are grading. It is not enough to say "I received help from C2C X."
 3. In rare circumstances, you may wish to quote a statement made by others. For example, you may wish to cite a statement from a book as support for your argument. When quoting material, place quotation marks around the quoted work and cite your source. However, please keep in mind that there is no academic credit for work that is merely copied.

A Word of Caution: You must document all help you receive, even if the assignment does not authorize you to use that source. Of course, you will receive a lower grade if you use an unauthorized source. The examples above are for illustration purposes only. Consult the assignment, your syllabus and your instructor to determine which sources are authorized.

\\ SIGNED \\

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